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## **SAM REGISTRATION**

The Federal Acquisition Regulation (FAR) at FAR 4.11 requires all contractors to be registered in SAM (System for Award Management) database **prior to award of a contract** for those actions at or above \$25,000, which are awarded to foreign vendors for work performed outside the United States.

The database compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, you will need a DUNS number and a NCAGE code. If you do not have this information, you have to obtain this before registering. There is no cost involved, neither for obtaining the numbers, nor for registering in SAM.

### **How to register:**

**Note: When registering in all systems please remember that the company name and address has to be exactly the same as the company name and address at Dun & Bradstreet and must be the physical address of your business.**

- 1) First you must obtain a DUNS number from Dun & Bradstreet. The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). For a copy of your company's DUNS number, visit the local Dun & Bradstreet website: <http://www.dnbdenmark.dk/>
- 2) The next step is to request an NCAGE code. If you are a foreign entity, you are required to enter a NATO Commercial and Governmental Entity (NCAGE) code. You must obtain this code prior to registration in SAM. Entities located in countries that are a member of NATO or are a sponsored Non-NATO (Tier 2) nation must contact their local country's codification bureau to request an NCAGE code.

For more information on how to obtain a NCAGE Code:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

- 3) Once you obtain your DUNS number and your NCAGE code, and once the NCAGE code is entered in BINCS (link to BINCS search function: <https://www.logisticsinformationservice.dla.mil/BINCS/default.aspx>), you can register in SAM. Please note that it can take up to 8 weeks before the NCAGE code is entered in

BINCS. You must proceed to create a user profile in SAM before you can register:  
<https://www.sam.gov>

- 4) Once your profile is complete you may now proceed to register in SAM  
<https://www.sam.gov>
- 5) When registration is complete, please provide the Embassy with your DUNS number so we can locate you in SAM.

If you have any questions, please contact our GSO Procurement Section by e-mail:  
[CopenhagenProcurement@state.gov](mailto:CopenhagenProcurement@state.gov)